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02/01/2015

NOTICE OF VACANCY

DEPARTMENT: ACCOUNTING DEPARTMENT
JOB CLASSIFICATION: PT Assistant Accountant
SALARY: \$24.69/hour
HOURS: 19 HOUR WORKWEEK

BENEFITS: No benefits.

SUBJECT TO: 1 year probationary period

TOWN OF HOLDEN
Position Description
FLSA: Exempt

Position Title: **PT Assistant Accountant**

Department: Accounting

Reports To: Town Accountant

Date: January 2015

GENERAL SUMMARY:

Under general supervision of the Town Accountant, performs professional accounting work and assists the Town Accountant to ensure accurate maintenance of all town financial records and statutory reports.

ESSENTIAL JOB FUNCTIONS*:

- Analyze general ledger accounts, and revenue and expenditures ledgers, on a periodic basis to ensure accuracy of data and compliance with appropriate laws.
- Prepare monthly budget status reports for distribution to the Board of Selectmen.
- Monitor Federal and State grants for availability of funds, verify all reimbursement requests and maintain grant files.
- Reconcile accounts receivable detail to the general ledger receivable and deferred revenue accounts including but not limited to: motor vehicle excise, real estate, personal property, tax title, ambulance user fees, water/sewer, light user fees, and any other receivables in the general ledger.
- Track and record fixed assets.
- Assists with preparation of financial reports for State and Federal agencies.
- Assists in preparation and distribution of annual budget documents.
- Audit bi-weekly payroll to ensure accuracy of data and compliance with town policies and fair labor standards.

OTHER DUTIES AND RESPONSIBILITIES:

- Answer requests for information from various departments regarding the status of their accounts.
- Assist with vendor disputes regarding payments.
- Provides assistance to staff on accounts payable issues and performs those functions, when necessary, including: processing purchase orders, completion of the weekly accounts payable warrant, producing warrant checks, and related reports.
- Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of municipal finance laws, accounting, budgeting and finance principles and practices.

Associate's degree in accounting or a related field; three years of professional accounting or auditing experience; municipal experience preferred; or an equivalent combination of education and experience.

Knowledge of computerized accounting applications in a municipal environment, such as MUNIS. Skills in data processing, word processing, spreadsheet and related financial applications.

Ability to analyze and interpret financial data and present findings clearly.

Perform detailed work accurately and efficiently within deadlines.

Ability to prioritize tasks and deal effectively with interruptions.

Ability communicate clearly and concisely with others both verbally and in writing.

Ability to interact effectively and tactfully with a wide variety of individuals including vendors, department personnel and other customers.

Ability to understand, interpret and explain Accounting Department procedures to Town departments and external sources and apply procedures appropriately to a variety of situations.

SUPERVISORY RESPONSIBILITY:

None.

WORKING CONDITIONS:

Normal office environment not subject to extremes in temperature, noise, etc.

Occasional interruptions to assist internal and external customers on the telephone.

May spend extended periods of time at computer terminal, at desk or on the telephone and operating other office/computer equipment requiring eye-hand coordination and finger dexterity.

Occasional lifting, bending and carrying of files, documents and records.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Send cover letter and resume to Office of Town Manager, Starbard Building, 1204 Main Street, Holden, MA 01520.

Closing date for applications: February 12, 2015

FOR FURTHER INFORMATION VISIT WWW.HOLDENMA.GOV Employment Opportunities
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED